# INFORMATION TECHNOLOGY HUMAN RESOURCES CLASSIFICATION AND SELECTION PROJECT

# (IT HR Project)

**November 2007**

# IT HR Classification and Selection Project

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# What‘s in Scope

- Modern and Flexible State IT Classification Plan
- Replacement of the State Legacy Selection Systems
- Skills-Based Certification Authority for IT Classes
- Model for Future Civil Service Reform

# IT HR Project
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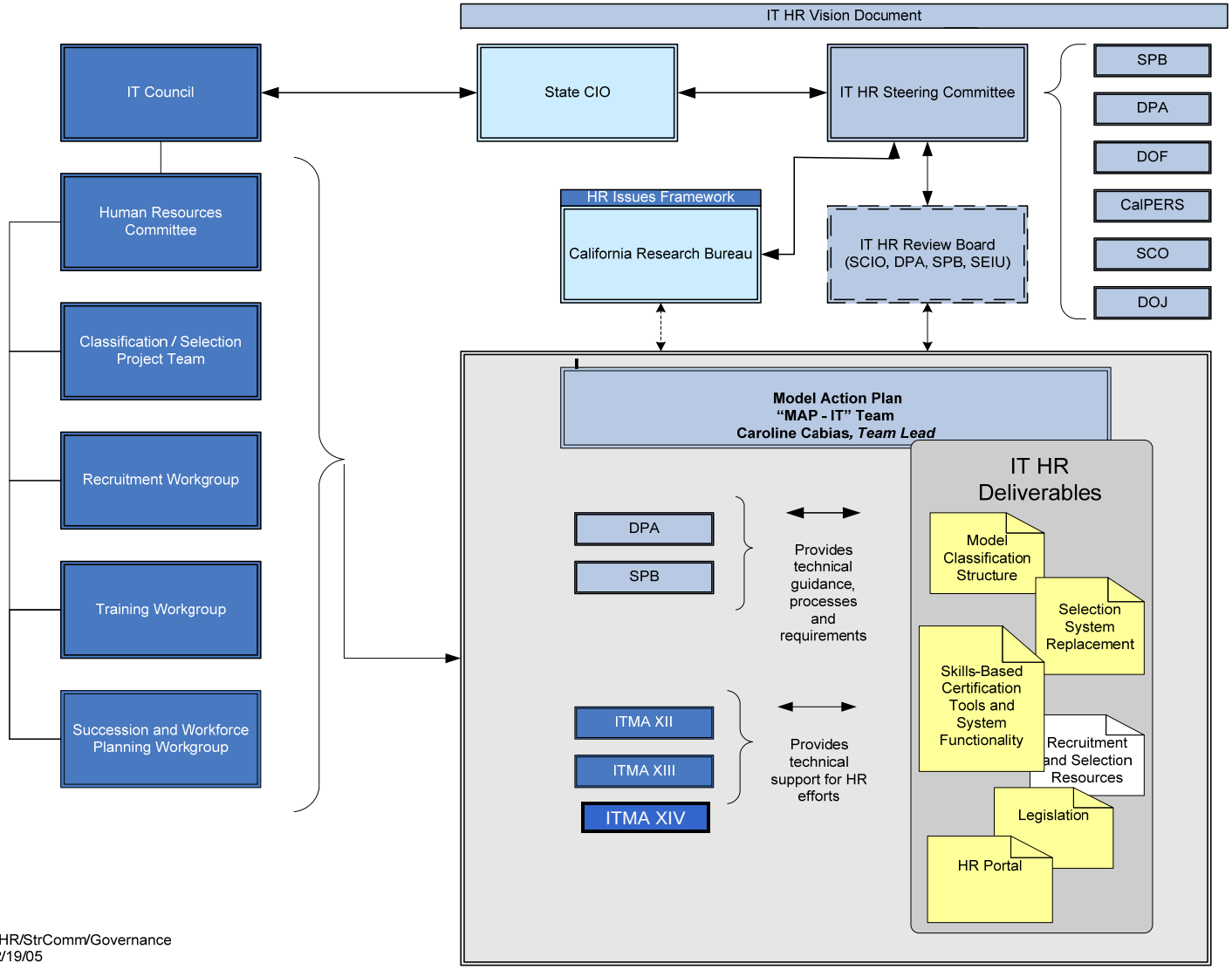
# What ‘s not in Scope

- Pay Increases or Promotions
- Resolution of existing misallocations
- Collective Bargaining Activities

# California Information Technology Human Resources Governance




ITHR/StrComm/Governance
12/19/05

# IT HR Classification and Selection Project – Classification Consolidation

## Current Rank-and-File Classification Structure

### 13 Analytical Specialist Classes

| | | |
|---|---|---|
| | | SSS III |
| Sr. Prog. Analyst | Sr. ISA | SSS II |
| Staff Prog. Analyst | Staff ISA | SSS I |
| Assoc. Prog. Analyst | Assoc. ISA | Assoc. SSS |
| Prog. II / Prog. I | Asst. ISA | |

### 6 - Technician Classes

| | |
|---|---|
| IST Spec. II | CO Spec. II |
| IST Spec. I | CO Spec. I |
| IST | CO |

## Proposed Rank-and-File Classification Structure

### 4 Consolidated Analytical/Specialist Classes

- IT Specialist III-Range B
- IT Specialist III-Range A
- IT Specialist II
- IT Specialist I
- Assistant IT Specialist Range A - C

### 2 - IT Technician Classes

- IT Technician II Range A/B
- IT Technician I Range A - C

## Functional Areas

| | |
|---|---|
| 1. | Client Server Application Development |
| 2. | Legacy Application Development |
| 3. | Web Application Development |
| 4. | Customer Technical Support |
| 5. | Database Administration |
| 6. | Data Administration |
| 7. | Server and Systems Support |
| 8. | Information Systems Security Administration |
| 9. | Information Technology Business Consultant |
| 10. | Information Technology Project Management |
| 11. | IT Technical Document Writer |
| 12. | Network Administration |
| 13. | Website Administration and Development |
| 14. | Telecommunications 1/ |

| | |
|---|---|
| 1 | Client Server Application Development |
| 2 | Legacy Application Development |
| 3 | Web Application Development |
| 4 | Customer Technical Support |
| 6 | Data Administration |
| 9 | Information Technology Business Consultant |
| 11 | IT Technical Document Writer |
| 12 | Network Administration |
| 13 | Website Administration and Development |

1/ Work on this functional area is pending completion of the Statewide Telecom Task Force Report.

**Rev4: 10-26-07**

# IT HR Classification and Selection Project – Classification Consolidation

**Current Supervisor/Manager Classification Structure**

**17 IT Supervisor/Manager Classes**

| | | | |
|---|---|---|---|
| DPM IV | | | |
| DPM III | | | SSS III (Sup) |
| DPM II | Sr. PA (Sup) | Sr. ISA (Sup) | SSS II (Sup) |
| DPM I | Staff PA (Sup) | Staff ISA (Sup) | SSS I (Sup) |
| | Assoc PA (Sup) | Assoc. ISA (Sup) | |
| IST Sup II | CO Sup. II | | |
| IST Sup I | CO Sup I | | |

**Proposed Supervisor/Manager Classification Structure**

**6 Consolidated IT Supervisor/Manager Classes**

- **IT Information Officer (Executive Unit)**
- **IT Manager (1st Manager)**
- **IT Supervisor IV (2nd Level)**
- **IT Supervisor III (1st Level)**
- **IT Supervisor II (Technical Support)**
- **IT Supervisor I (Technical Supervisor)**

**Skills-based Selection Functional Areas**

**CORE**

- Executive Level
- Management
- 2nd Level Supervisor
- 1st Level Supervisor

**AND**

**FUNCTIONAL AREAS**

1. Client Server Application Development
2. Legacy Application Development
3. Web Application Development
4. Customer Technical Support
5. Database Administration
6. Data Administration
7. Server and Systems Support
8. Information Systems Security Administration
9. Information Technology Business Consultant
10. Information Technology Project Management
11. IT Technical Document Writer
12. Network Administration
13. Website Administration and Development
14. Telecommunications 1/

1/ Work on this functional area is pending completion of the Statewide Telecom Task Force Report.

**Rev 5: 10-26-07**

**Database**: Module scores are entered and stored after exam.

## Information Technology Specialist Classification Series

**4 EMPLOYMENT LEVELS**

**Assistant IT Specialist Level, Trainee Level – (T)**

**Information Technology Specialist I, First Journey Level - (E)**

**Information Technology Specialist II, Full Journey Level - (J)**

**Information Technology Specialist III, Advanced Level - (A)**

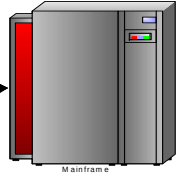
**CORE COMPETENCIES**

**14 FUNCTIONAL AREAS**

1. Client Server Application Development
2. Legacy Application Development
3. Web Application Development
4. Customer Technical Support
5. Database Administration
6. Data Administration
7. Server and Systems Support
8. Information Systems Security Administration
9. Information Technology Business Consultant
10. Information Technology Project Management
11. IT Technical Document Writer
12. Network Administration
13. Website Administration and Development
14. Telecommunications 1/

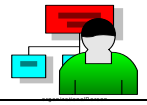
1/ Work on this functional area is pending completion of the Statewide Telecom Task Force Report.

| T | E | J | A |
|---|---|---|---|
| $T_{14}$ | $E_{14}$ | $J_{14}$ | $A_{14}$ |
| $T_{13}$ | $E_{13}$ | $J_{13}$ | $A_{13}$ |
| $T_{12}$ | $E_{12}$ | $J_{12}$ | $A_{12}$ |
| $T_{11}$ | $E_{11}$ | $J_{11}$ | $A_{11}$ |
| | $E_{10}$ | $J_{10}$ | $A_{10}$ |
| $T_9$ | $E_9$ | $J_9$ | $A_9$ |
| | $E_8$ | $J_8$ | $A_8$ |
| | $E_7$ | $J_7$ | $A_7$ |
| $T_6$ | $E_6$ | $J_6$ | $A_6$ |
| | $E_5$ | $J_5$ | $A_5$ |
| $T_4$ | $E_4$ | $J_4$ | $A_4$ |
| $T_3$ | $E_3$ | $J_3$ | $A_3$ |
| $T_2$ | $E_2$ | $J_2$ | $A_2$ |
| $T_1$ | $E_1$ | $J_1$ | $A_1$ |
| CORE Minimum | CORE Minimum | CORE Minimum | CORE Minimum |




**Prospective Employee**

Completes on-line application for exam. Meets minimum qualifications in order to schedule exam date. At exam, selects functional areas to test for.

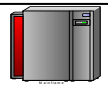


**Manager/Supervisor**

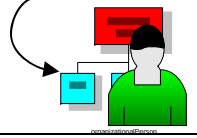
Creates position description identifying required competencies and skills and their relative weight and submits to Human Resources.

**Human Resources**

Accesses Database-generated certification lists and rankings, linked to competencies and skills of position, and generates Certification List..



**Skills-based Certification List**



**Manager/Supervisor**

Interviews and selects best job match for successful hire.

**Hired Employee**

Best meets tested competencies and skills.

Completes probation.

**DRAFT**

***INFORMATION TECHNOLOGY SKILLS-BASED CERTIFICATION PROCESS***

**Rev 5: 10-26-07**

**IT HR CLASSIFICATION AND SELECTION PROJECT SCHEDULE**
**November 19, 2007**

| PHASES | PLANNED START | PLANNED COMPLETION | STATUS / COMMENT |
|---|---|---|---|
| **CLASSIFICATION PHASE** | 5/06 | 12/07 | |
| IT Specialist Series draft initial review by HR Committee/SEIU and CIO work group | 5/06 | 11/06 | Completed |
| IT Specialist Series draft stakeholder review period | 9/07 | 10/07 | In progress. Series validation survey by state CIOs has been completed. Informational material is in development. |
| IT Specialist Series draft incorporation into Board item | 5/07 | 12/07 | In progress. |
| IT Technician Series draft review by HR Committee/SEIU and CIOs | 3/07 | 10/07 | In progress. |
| IT Technician Series draft incorporation into Board item | 5/07 | 1/08 | In progress |
| IT Manager/Supervisor draft initial review by HR Committee | 7/07 | 11/07 | In progress. |
| IT Manager/Supervisor draft stakeholder review period | 12/07 | 1/08 | |
| IT Manager/Supervisor draft incorporation into Board item | 12/07 | 2/08 | |
| Draft Classification Specification Board Item | 5/07 | 4/08 | In progress |

**IT HR CLASSIFICATION AND SELECTION PROJECT**
**November 19, 2007**

| | | | |
|---|---|---|---|
| 5 Member Board Item Adoption | 3/08 | 7/08 | Board Item will be scheduled for adoption timed with deployment of new Selection Systems and exams. |
| Technical Environment Profile (TEPA) | 9/06 | 11/07 | In progress. An application to provide a communication bridge between HR and IT. |
| Web-Enabled Position Description System | 9/06 | **6/08** | In progress. **Two month delay due to staffing issues**. |
| **SKILLS-BASED CERTIFICATION AB 2241** | 3/06 | 7/06 | Completed. AB 2241 was chaptered and authorizes development of new skills-based exam certification for IT classifications. |
| **SELECTION / EXAM PHASE** | 4/06 | 8/08 | |
| IT Exam workload prioritization | 10/07 | 11/07 | CIOs will be requested to prioritize IT exam needs and identify Subject to assist SPB in developing exams timely. |
| Core Competencies Written Examination I/II development | 10/07 | **1/08** | In progress. **2 month delay due to staffing issues.** |
| Information Training and Experience Evaluations development for all IT Specialist Series Functional Areas | 11/07 | 6/08 | |
| Information Training and Experience Evaluation Survey development for all levels | 1/08 | 3/08 | |

**IT HR CLASSIFICATION AND SELECTION PROJECT**
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| | | | |
|---|---|---|---|
| Information Training and Experience Evaluations development for all IT Technician Series Functional Areas | 6/08 | 12/08 | |
| **SELECTION / SYSTEMS REPLACEMENT PHASE** | 7/08 | 10/08 | |
| Systems Replacement Gap Analysis | 7/07 | 8/07 | Completed. |
| Systems Design | 7/07 | 1/08 | In progress. |
| Systems Development | 10/07 | 4/08 | In progress. |
| User Acceptance Testing | 4/08 | 6/08 | |
| User Training | 5/08 | 8/08 | |
| Deployment and Rollout | 7/08 | 10/08 | |
| PIER | 8/08 | 4/09 | PIER development is pending system implementation. |

# WHATS NEXT

- ✓ Complete Classification Plan and Board Item
- ✓ Submit to SEIU per Contract Provisions
- ✓ Submit to SPB for Formal Adoption
- ✓ Complete Design and Development of Selection Systems including Skills Based Certification function
- ✓ Complete Exam Development and Recruitment
- ✓ Implement Change Management Process and Training
- ✓ Rollout New System using New Classifications for Exam

# STAYING INFORMED

- ✓ State Chief Information Officer's Web Site

**http://www.cio.ca.gov**

- ✓ IT Council & HR Committee Meetings
- ✓ HR Ad Hoc Meetings
- ✓ SEIU Meetings
- ✓ Web links with SPB, DPA and SEIU